

State Agency:

Year:

Virginia Department of Education
Title I, Part D (T1-D), Subpart 1 (S1), Monitoring Instrument
State Agencies: Division of Juvenile Justice and State Operated Programs

Standards, Assessment, and Accountability

1.1: The SEA conducts monitoring and evaluation of its sub-grantees sufficient to ensure compliance with Title I, Part D program requirements and progress toward Federal and State program goals and objectives. [§1426 and §1431]

Indicator Number	Requirement	Guiding Question(s)	Compliance Indicator	Acceptable Evidence	Sufficient Documentation and Actions Taken
T1-D(S1) 1.1a	The State Agency evaluates its sub-grantees, not less than once every three years, to determine the program's impact on the maintenance and improvement of educational achievement. Section 1431	How do you ensure that students in Title I, Part D, programs receive instruction that is aligned with state standards and accountability? What is your process for data collection to obtain demographic, academic, and vocational outcome information on your Title I, Part D, program? How do you evaluate Title I, Part D, program performance and report the results of such evaluations to improve the program?	Evidence shows that the SA conducts an evaluation in compliance with the requirements to maintain and improve educational achievement.	Recent annual data; data submitted to the SEA for the CSPR report; longitudinal tracking of annual outcome data; most recent evaluation reports; other evaluation documents; application	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:

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Indicator Number	Requirement	Guiding Question(s)	Compliance Indicator	Acceptable Evidence	Sufficient Documentation and Actions Taken
T1-D(S1) 1.1b	A State Agency evaluates its sub-grantees, not less than once every three years, to determine the program's ability to provide for students to accrue school credits that meet state requirements for grade promotion and secondary school graduation. Section 1431	What is your process for data collection to obtain demographic, academic, and vocational outcome information on your Title I, Part D, programs? How do you evaluate Title I, Part D, program performance and report the results of such evaluations?	Evidence shows that the SA conducts an evaluation in compliance with the requirements to accrue school credits that meet requirements for grade promotion and secondary school graduation.	Recent annual data; longitudinal tracking of annual outcome data; most recent evaluation reports; other evaluation documents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
T1-D(S1) 1.1c	A State Agency conducts monitoring of its sub-grantees, not less than once every three years, to determine the program's ability to provide for students to make the transition to a regular program or other education program operated by an LEA. Section 1431	How does the SA ensure that it is in compliance with the monitoring of its sub-grantees to determine program impact?	Evidence shows that the SA conducts an evaluation in compliance with the requirements to maintain and improve educational achievement.	Evaluation documents and schedule of sub-grantee visits for 2012-2013 funded year	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
T1-D(S1) 1.1d	A State Agency conducts evaluation of its sub-grantees, not less than once every three years, to determine the program's ability to provide for students to complete secondary school or its equivalent and obtain employment after leaving the correctional facility or institution. Section 1431	What is your process for data collection to obtain demographic, academic and vocational outcome information on your Title I, Part D, programs? How do you evaluate Title I, Part D, program performance and report the results of such evaluations?	Evidence shows that the SA conducts evaluation of its sub-grantees to determine students have the opportunity to complete secondary school or its equivalent and obtain employment after leaving the facility or institution.	Recent annual data; longitudinal tracking of annual outcome data; most recent evaluation reports; other evaluation documents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:

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T1-D(S1) 1.1e	A State Agency conducts monitoring of its sub-grantees, not less than once every 3 years, to determine the program's ability to provide for students, as appropriate, to participate in postsecondary education and job training programs. Section 1431	What is your process for data collection to obtain demographic, academic and vocational outcome information on your Title I, Part D, programs? How do you evaluate Title I, Part D, program performance and report the results of such evaluations?	Evidence shows that the SA conducts an evaluation in compliance with the requirements for the opportunity to participate, as appropriate, in postsecondary education and job training.	Recent annual data; longitudinal tracking of annual outcome data; most recent evaluation reports; other evaluation documents	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:

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Instructional Support

2.1: The SEA ensures that State Agency (SA) programs for eligible students meet all requirements, including facilities that operate institutionwide projects. [§1412(A); §1414(a) and (c), 1416] {Formerly Indicators 1.2 and 2.1}

Indicator Number	Requirement	Guiding Question(s)	Compliance Indicator	Acceptable Evidence	Sufficient Documentation and Actions Taken
T1-D(S1) 2.1a	The State Agency ensures that students' educational needs will be assessed at each facility. Section 1414	Describe the procedures that are used to assess the educational needs of the children to be served.	Evidence shows that the SA provides for a comprehensive assessment of the educational needs of all students in its facilities, including descriptions of the measures and procedures used.	Application for funds, policies, and/or assessment data for 2012-2013 funded year.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
T1-D(S1) 2.1b	The State Agency ensures that priority for available services will be given to students in adult correctional institutions who are likely to complete incarceration within a 2-year period. Section 1414	Describe how services in adult correctional institutions are given priority to those who are likely to complete incarceration within a 2-year period.	Evidence shows that the SA provides for services to students as required including priority given to youth who will complete incarceration within 2 years.	Application for funds for 2012-2013 funded year.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
T1-D(S1) 2.1c	The State Agency ensures that facility staff and teachers will be provided with training and professional development deemed necessary through assessment of needs. Section 1414	Describe how you consult with experts and provide the necessary training for appropriate staff; to ensure that the planning and operation of institution-wide projects under Section 1416 are of high quality; and describe how appropriate professional development will be provided to teachers and other staff.	Evidence shows that the SA provides for appropriate staff development and necessary training for a high quality program.	Application for funds, professional development agendas/fliers, registration, verification of attendance, and/or assessment of professional development needs for 2012-2013 funded year.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:

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Indicator Number	Requirement	Guiding Question(s)	Compliance Indicator	Acceptable Evidence	Sufficient Documentation and Actions Taken
T1-D(S1) 2.1d	The State Agency ensures that facility programs will be coordinated with other appropriate state and federal programs such as vocational and technical education programs, state and local dropout prevention and special education programs. Section 1414	Describes how the programs are coordinated with other state and federal programs, such as programs under Title I, vocational and technical education programs, state and local dropout prevention programs, and special education programs.	Evidence shows that the SA provides for a comprehensive coordination with other state and/or federal programs.	Application for funds, policies, and/or minutes or records of meetings for 2012-2013 funded year.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
T1-D(S1) 2.1e	The State Agency ensures that the facilities coordinate with local educational agencies or alternative education programs attended by incarcerated students prior to their incarceration to ensure that appropriate academic records are shared with the current facility. Section 1414	Describe how facilities receiving funds coordinate with local educational agencies or alternative education programs attended by incarcerated youth prior to their incarceration to ensure that student assessments and appropriate academic records are shared jointly between the correctional facility and the local educational agency or alternative education program.	Evidence shows that the SA provides for a comprehensive plan for sharing of appropriate academic records.	Application for funds, forms used, policies, and/or minutes or records of meetings for 2012-2013 funded year.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
T1-D(S1) 2.1f	The State Agency ensures that each facility has a designated person responsible for the transition of students from the facility to locally operated programs. Section 1414	Has an individual been identified in each correctional facility or institution that is responsible for issues relating to the transition of children and youth from the facility or institution to locally operated programs?	Evidence shows that the facilities fully provide for a staff member responsible for issues related to transition of students.	Application for funds, policies, and/or transition staffing assignment records for 2012-2013 funded year.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:

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T1-D(S1) 2.1g	The State Agency ensures that each facility will endeavor to coordinate with businesses for training and mentoring for participating students. Section 1414	Describe how the SA endeavors to coordinate with businesses for training and mentoring for participating children and youth.	Evidence shows that the facilities provide for opportunities for students to be involved in training and mentoring with businesses.	Application for funds, facility policies, announcements of opportunities to connect with businesses, and/or evidence of field trips to visit businesses for 2012-2013 funded year.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
T1-D(S1) 2.1h	Institutionwide Projects (IWP): The State Agency has developed, and the state educational agency has approved, a comprehensive plan for all children in the institution or program that contains all the required components. Section 1416	Describe the eight areas of the plan that have been put in place for IWP at the designated facilities.	The SA has evidence of: -A plan that contains all the required components -Aligned professional development plan -Needs assessment -Goals -Annual child count -Documentation of professional development meetings and program evaluation -Documentation of schedules -Documentation of parent involvement	SA application for the 2012-2013 funded year; documents related to the eight application requirements for each facility that is conducting an IWP, such as comprehensive needs assessment or program evaluation reports.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
T1-D(S1) 2.1i	The State Agency ensures that each facility will endeavor to assist students to continue their education even though they are not returning to school after leaving the correctional facility. Section 1414	How does the SA assist in locating alternative programs through which students can continue their education if the students are not returning to school after leaving the correctional facility or institution for neglected or delinquent children and youth?	Evidence shows that the facilities provide for services for education opportunities for students who are not planning to return to school.	Application for funds, policies and/or adopted procedures, and/or documents to support assistance for educational opportunities for 2012-2013 funded year.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments:
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T1-D(S1) 2.1j	The State Agency ensures that each facility will endeavor to gain parents' assistance toward improving the educational achievement of their children and preventing their further involvement in delinquent activities. Section 1414	Describe how the SA ensures that it work with parents to secure parents' assistance in improving the educational achievement of their children and youth, and preventing their children's and youth's further involvement in delinquent activities.	Evidence shows that the facilities provide for opportunities for parents to be involved in improving the education opportunities of the students and preventing further delinquent activities.	Application for funds, facility policies and/or adopted procedures, evidence of meetings with parents, and/or documents that encourage parent participation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments
T1-D(S1) 2.1k	The State Agency ensures that each facility will meet the requirements of each student's individual education program and that the facility will notify the student's local school if a student is in need of special education services or intends to return to the local school. Section 1414	Describe how the SA works with children with disabilities in order to meet an existing IEP and how the agency notifies the youth's local school if the child 1) is identified as in need of special education services while the child is in the N or D facility, and 2) intends to return to the local school.	Evidence shows that the facilities provides for complete and prompt notification to the local school of the need for special services for incarcerated students.	Application for funds, facility policies, and/or notification documentation for 2012-2013 funded year.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments
T1-D(S1) 2.1l	The State Agency ensures that each facility will be staffed with teachers and other qualified staff who are trained to work with students with special needs taking into consideration the unique needs of such students. Section 1414	Describe how the SA ensures that teachers and other qualified staff are trained to work with children with disabilities and others with special needs taking into consideration the unique needs of these students.	Evidence shows that the facility provides for opportunities for staff to be qualified or to obtain training in order to be qualified to work with students with special needs.	Application for funds, facility policies, HR records, and/or verification of professional development for staff for 2012-2013 funded year.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments

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T1-D(S1) 2.1m	The State Agency ensures that each facility will endeavor to coordinate with any programs operated under the Juvenile Justice and Delinquency Prevention Act of 1974 (42 U.S.C. 5601 et seq.) or other comparable programs, if applicable. Section 1414(c)(19)	How does the SA coordinate with other programs operated under the Juvenile Justice and Delinquency Prevention Act of 1974 (42 U.S.C. 5601 et seq.) or other comparable programs?	Evidence shows that the facilities provide for opportunities to meet this requirement.	Application for funds, facility policies and/or procedures for 2012-2013 funded year	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments

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Fiduciary

3.1 The SEA ensures each State Agency complies with the statutory and other regulatory requirements governing State administrative activities, providing fiscal oversight of the grants including reallocations and carryover, ensuring sub-grantees reserve funds for transition services, demonstrating fiscal maintenance of effort and requirements to supplement not supplant. [§1004, §1414 (c)(7), §1415(b) and §1418] [Also OMB Circular A-87, Part 80, Subpart C of EDGAR, and any other relevant standards, circulars, or legislative mandates] {Includes and exceeds Old Indicator 3.1}

Indicator Number	Requirement	Guiding Question(s)	Compliance Indicator	Acceptable Evidence	Sufficient Documentation and Actions Taken
T1-D(S1) 3.1a	Programs under this subpart shall supplement the services provided and the number of hours of instruction students receive, not supplant, without regard to the subject areas in which instruction is given during those hours. Section 1415	How is the Title I, Part D, program, supplemental to the regular instructional program? What internal fiscal controls does the SA have in place to account for uses of funds in a way that meets federal requirements? How does the SA ensure that the program activities are within the uses of funds and purposes of the Title I Part D, program?	Evidence shows that the funds received support the supplement of instructional hours for students with no evidence of supplanting.	Budget and application and schedules of students and teachers for 2012-2013 funded year	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments
T1-D(S1) 3.1b	The State Agency may conduct this program or may contract with a local education agency, other public agency, or private nonprofit organizations. Section 1418	Does the SA conduct the program directly or through a contract or other arrangement with one or more local education agencies, other public agencies, or private nonprofit organizations?	Evidence shows that SA conducts the program or contracts with others approved for this purpose.	SA application and policies, and procedures for 2012-2013 funded year; contracts if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments
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T1-D(S1) 3.1c	The State Agency complies with the maintenance of effort provisions. Section 9521	How does the SA demonstrate fiscal maintenance of effort? What kind of internal fiscal controls does the SA have in place to ensure that they can account for the use of Title I, Part D, funds?	Evidence shows that the SA is implementing planning and approved activities with budget reports, records of expenditures, carryover, and other reports.	Application; current list of all personnel paid with Title I, Part D, funds and the proportion of their salaries, benefits, and duties that are funded by Title I, Part D; maintenance of records in a central location and accurate files; any other fiscal reporting or oversight of sites; for example, reimbursements budget amendment requests and approvals	
T1-D(S1) 3.1d	The State Agency has reserved not less than 15 percent and not more than 30 percent of the amount it receives under Subpart 1 for services outlined in requirements. Section 1418	Does the SA reserve not less than 15 percent and not more than 30 percent of the amount such agency receives under this subpart for any fiscal year?	Evidence shows that the SA reserves the appropriate amount of funds for transition services. For what transition-related activities are reserved funds used by the SA?	Documentation of expenditures from the transition reservation for current and prior fiscal years and/or documentation concerning the transition services at each of the funded facilities; expenditure report and SA budget for 2012-2013 funded year; grant application	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments
T1-D(S1) 3.1e	Funds from this program must be used to provide students with the knowledge and skills to transition to secondary school, vocational training, further education, or employment. Section 1415	Explain how the SA uses funds only for programs and projects that concentrate on providing participants with the knowledge and skills needed to make a successful transition to secondary school completion, vocational or technical training, further education, or employ.	Evidence shows that the funds received are only used for projects and programs that meet the requirements.	SA budgets and applicable expenditure reports for the 2012-2013 funded year	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Comments